



## CITY COUNCIL MEETING MINUTES

April 01, 2026 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

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### Call to Order

Council President Ruehle called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, April 1, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

### Roll Call

#### PRESENT

Councilor Deb Ruehle  
Councilor Joel Aispuro  
Councilor Kyle Schreiber  
Councilor Pam Duquette  
Councilor Joe Tate  
Councilor Joshua Torrez

#### ABSENT

Mayor Jeremy Grimm

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Council President Ruehle identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Chief Corey Coon.

### Pledge of Allegiance

Council President Ruehle led all present in the Pledge of Allegiance.

### Announcements and Reports

Council President Ruehle provided instructions for members of the public who wished to speak during opportunities for public comment/testimony during the meeting.

Councilors provided reports from the City's citizen advisory boards on which they serve as Council liaison and Department Directors provided brief updates on projects and activities in their respective departments and fielded questions from Council members.

1. Cash and Investment Transactions Financial Report - February 2026 (information only)
2. Presentation: Update on City of Ponderay "Black Rock" Remediation Project

City of Ponderay Project Manager KayLeigh Miller provided a brief presentation on the "Black Rock" Remediation Project to Council members. Information only; no Council action.

### Public Comment

Council President Ruehle recited the rules and procedure for public comment during the meeting and offered an opportunity for members of the public to speak on items included on the Consent Calendar and Old and New Business topics on the agenda or other general matters not relevant to the business of the City of Sandpoint.

### Consent Calendar

Council President Ruehle noted for the record the amount of bills for payment approval, and the Consent Calendar was approved by a unanimous vote of Council.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruele, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

3. The minutes from Council's March 18, 2026, meeting were approved as presented.
4. The bills presented were approved for payment in the amount of \$1,471,802.44, reflecting \$672,972.23 for regular payables, \$798,825.21 for payroll, and \$5.00 in electronic fund transfer charges.
5. The development of a Parks and Rights-of-Way Pesticide/Herbicide Policy was approved as presented.

### Old/Unfinished Business

6. Project Update/Council Direction: Downtown Revitalization Phase 3 – Basis of Design

Matthew Gillis, P.E., Vice President of Welch-Comer Engineers & Surveyors, contracted City consultant, provided a presentation on the Downtown Revitalization Phase 3 Project, and, along with City Project Manager Erik Bush, fielded questions from Council members. Councilor Duquette made a motion to approve Basis of Design Summary Memorandum from Welch-Comer and proceed to the 30% design phase, seconded by Councilor Aispuro. There were no objections, and the motion passed unanimously by Councilors present.

Motion made by Councilor Duquette, Seconded by Councilor Schreiber.

Voting Yea: Councilor Ruele, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

7. Division Avenue Corridor Improvement Project - Phase 2 Update

Project Manager Rachel McKinley provided a presentation with updates on the project and, along with Public Works Director Holly Ellis, fielded questions from Council members. Information only; no Council action.

Council President Ruele recessed the meeting for a brief break at 7:22 p.m., reconvening at 7:27 p.m.

8. **Resolution 26-020** City of Sandpoint Council-Staff Communication Policy

Following an introduction by Councilor Ruele, clarification was provided from legal counsel on the draft that was provided for the agenda item. Additional questions from Council members were fielded by legal counsel. Councilor Ruele made a motion to approve the Resolution adopting the Council-Staff Communication Policy, seconded by Councilor Tate. There were no objections, and the motion passed unanimously by Councilors present.

Motion made by Councilor Ruele, Seconded by Councilor Tate.

Voting Yea: Councilor Ruele, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

### New Business

9. **Resolution 26-021** Purchase Order (No. 26-1771) to General Pacific, Inc. for Badger Water Meters, Registers, and Orion Cellular Endpoints

Ms. Ellis introduced Brodie VanNoy with General Pacific, who provided Council with information and fielded questions on the water meters, registers and endpoints. Councilor Schreiber made a motion to approve the Resolution for Purchase Order 26-1771 to General Pacific, Inc. for Badger water meters, registers, and Orion cellular endpoints, seconded by Councilor Aispuro. There were no objections, and the motion passed unanimously by Councilors present.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruele, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

10. **Resolution 26-022** Request to Award Consultant Services Contract A26-3900-01 to Inland Forest Management, Inc. for Professional Forest Management Services

Council President Rühle announced that the next item on the agenda was a proposed resolution awarding City Agreement A26-3900-1 to Inland Forest Management for professional forest management services. Mr. Bush provided an overview of the agreement and fielded questions from Council members.

Councilor Schreiber made a motion to approve the resolution awarding City Agreement A26-3900-1 to Inland Forest Management, Inc. for professional forest management services, seconded by Councilor Tate. There were no objections, and the motion passed unanimously by Councilors present.

Motion made by Councilor Schreiber, Seconded by Councilor Tate.

Voting Yea: Councilor Rühle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

11. Planned Rezone of the Existing Commercial B District Discussion

Community Planning and Development Director Jason Welker and City Planner Bill Dean provided a presentation and fielded questions from Council members. information only; no Council action.

12. **Resolution 26-023** Memorandum of Agreement with the City of Ponderay for Temporary Construction Access

Ms. Ellis provided an overview of the Memorandum of Agreement (MOA) with the City of Ponderay on temporary construction access through City of Sandpoint property. Ms. Ellis and City of Ponderay Project Manager KayLeigh Miller fielded questions from Council members.

Councilor Aispuro made a motion to approve the resolution authorizing a MOA with the City of Ponderay for temporary construction access, seconded by Councilor Schreiber. There were no objections, and the motion passed unanimously by Councilors present.

Motion made by Councilor Aispuro, Seconded by Councilor Schreiber.

Voting Yea: Councilor Rühle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

### **Executive Session**

13. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(c) to acquire an interest in real property not owned by a public agency.

Motion made by Councilor Schreiber, Seconded by Councilor Tate.

Voting Yea: Councilor Rühle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

14. Executive Session will be held pursuant to Idaho Code § 74-206(1)(c), as noted above.

### **Reconvene and Adjourn**

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 9:10 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the Deputy City Clerk, were approved by City Council during their meeting held \_\_\_\_\_, 2026.

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Deb Rühle, Council President

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Attest: Meri Jane Bohn, City Clerk